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CAREER INFORMATION CATALOGUE 1983

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Alberta Manpower
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ORDERING INFORMATION

ORDER FORM

Two perforated order forms are located at the back of this publication. Please use the order form(s) provided, listing full titles or code numbers and quantities required. In the case of audio-visual materials, include the appropriate video format. Enclose with your order a cheque/money order for the correct amount and mail to the address on the front of the form.

WRITTEN REQUESTS

If you do not have an order form, written requests should be directed to:

School Book Branch
Alberta Education
10410-121 Street
Edmonton, Alberta, Canada
T5N 1L2

Please list the full titles (or code numbers) and quantities you are requesting; include your return address and cheque/money order.

PAYMENT

All orders should be accompanied by a cheque or money order payable to the **School Book Branch**. Depending on the size of the order, the School Book Branch **may** offer a 15% discount to educational institutions. Please remit the correct amount; do not automatically deduct the discount.

KEY

The following classification code has been used throughout this publication to assist you in making appropriate selections.

C = for counsellors, teachers and career practitioners.
ES = suitable for elementary school classes.
G = of general interest.
JH = suitable for junior high school classes.
SH = suitable for senior high school classes.
SP = for special interest groups.

PUBLICATIONS

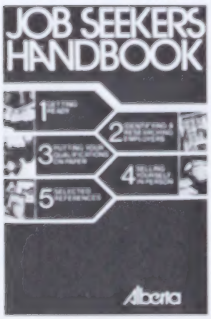
CAREER PLANNING

CAREER DEVELOPMENT NEWS (newsletter, 3 issues/year, 6pp.). A triannual newsletter keeping counselling practitioners informed of developments in the career planning field. Features events and programs operating in Alberta, but serves as a useful reference for practitioners outside the province. Printed in January, May and September. C.

Yearly subscription $3.00

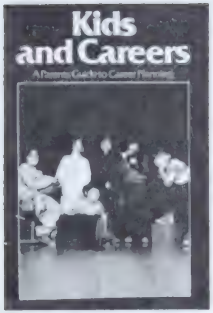
(THE) GREAT BALANCING ACT (booklet, 1982, 12pp.). A small booklet that discusses the importance of striving for a healthful balance between work and leisure. G.

$ .45/copy



JOB SEEKERS HANDBOOK (booklet, 1982, 36 pp.). Provides assistance in job goal setting and guidelines for finding job openings, writing letters, resumes and application forms and handling interviews. G.

$ .50/copy

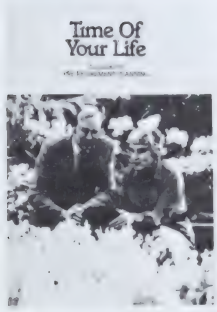


KIDS AND CAREERS (booklet, 1982, 52 pp.). A guidebook for parents. Tracing a child's development from pre-school through high school, the book discusses parents' influence on their children's attitudes and decisions about career planning. The book also discusses how parents can broaden their children's interests, aptitudes, skills and values, and how they can teach decision-making skills. With fast-flowing, easy-to-read text, cartoons and illustrations, and quick quizzes and tip sheets, this booklet is ideal for all parents who want to help their children make satisfying career decisions. G.

$1.00/copy

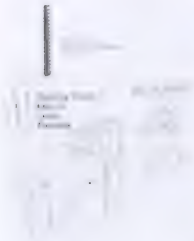
LET YOUR FINGERS DO THE TALKING (booklet, 1981, 51 pp.). A booklet for employers and co-workers of deaf people which depicts basic sign language useful in work situations. SP.

$ .60/copy



TIME OF YOUR LIFE (booklet, 1982, 80 pp.). A guide to pre-retirement planning which looks at health, accommodation, finances, leisure and interpersonal relationships as they relate to retirement. Addresses are Alberta-specific, but the issues are universal. Useful for individiuals or group workshops. G.

$1.25/copy



OPENING DOORS: KEYS TO CAREER PLANNING (4 booklets, 1982, 24/16/10/16 pp.). Four booklets of self-directed exercises that go through a step-by-step method of making and implementing career decisions. The booklets are self-descriptively sub-titled: What Do You Want?, Exploring Your Options, Deciding and Action Planning and come packaged as a set in a specifially designed envelope. Intended for individual or group use. May be used with the video series of the same name (see Audiovisuals, p. 16) or on their own. HS, C.

$3.00/set

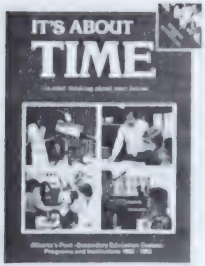
EDUCATION

ALBERTA'S APPRENTICESHIP PROGRAM (booklet, 1982, 89 pp.). A description of Alberta's apprenticeship system and how to become an apprentice. Describes the designated trades, entrance requirements and apprenticeship training. Revised biennially. C, G.

$2.00/copy

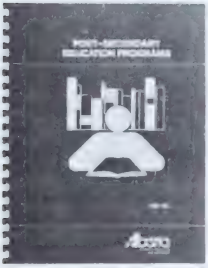
DISTANCE EDUCATION (book, 1983, 251 pp.). A comprehensive listing of all known correspondence courses offered by private and public institutions in Canada. Includes name of course, offering institution, entrance requirements, credit granted and cost. Revised biennially. C, G.

$6.00/copy



IT'S ABOUT TIME (booklet, 1982, 71 pp.). Provides an introduction to career planning, describes Alberta's post-secondary institutions and student financial assistance programs and presents, in chart form, the major programs offered in the province. Revised biennially. SH, G.

$1.25/copy



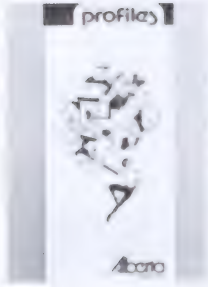
POST SECONDARY EDUCATION PROGRAMS (book, 1982, 208 pp.). A directory of all education programs offered at private and public post-secondary institutions and schools in Alberta. Organized by related program subject area, the listing includes the name of each program, name and address of offering institution, length of program, credential awarded and entrance requirements. Revised biennially. C, SH, G.

$6.00/copy

OCCUPATIONS

INFORM - Inventory of Nationwide Free Occupational Resource Materials (booklet, 1981, 111 pp.). Organized by Major and Unit Groups of the Canadian Classification and Dictionary of Occupations (CCDO), this booklet lists Canadian sources of free occupational information. Includes name of publication, format, date of publication and name and address of producer. Revised regularly - new edition available by July '84. C.

$4.00/copy

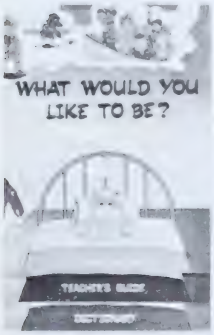


OCCUPATIONAL PROFILE PACKAGES - A series of occupational information sheets (profiles) grouped in related fields. Each one or two-page profile is CCDO coded and features a single occupation. Alberta-specific information is included on: the nature of the work, working conditions, educational and personal qualifications, employment and advancement opportunities, salary levels and sources of additional information. Profile packages are revised regularly, current publication dates are indicated in parenthesis behind each package title below. Packages are three-hole punched for easy use in a binder. Colored and labelled tab dividers are included. Binders are not included. SH, G.

Packages are individually priced as noted below.

- AGRICULTURE (1982, 40 profiles) $4.00
- AIR TRANSPORT (1980, 7 profiles) $1.00
- CLERICAL (1982, 32 profiles) $4.00
- DATA PROCESSING (1982, 5 profiles) $1.00
- DESIGN (1980, 6 profiles) $1.00
- EDUCATION (1981, 8 profiles) $1.00
- FINANCE (1982, 10 profiles) $2.00
- HEALTH (1982, 42 profiles) $4.00
- NATURAL RESOURCES MANAGEMENT (1981, 10 profiles) $2.00
- OIL AND GAS (1981, 23 profiles) $4.00
- RADIO AND TELEVISION (1980, 8 profiles) $1.00
- RECREATION AND SPORT (1983, 13 profiles) $2.00

- SERVICES (1982, 20 profiles) $4.00
- SOCIAL SERVICES/SCIENCES (1982, 43 profiles) $4.00
- WRITING (1980, 6 profiles) $1.00



WHAT WOULD YOU LIKE TO BE? An occupational awareness program designed for elementary school children. The components include a:

COLOURING BOOK (booklet, 1980, 64 pp.). Contains cartoon pictures with rhyming alphabetical descriptions of 121 occupations. ES. $ .45/copy

DICTIONARY (booklet, 1981, 28 pp.). Describes briefly the duties and qualifications of occupations described in the colouring book. ES. $ .30/copy

TEACHER'S GUIDE (booklet, 1981, 22 pp.). A guidebook for elementary teachers in the use of the video, colouring book and dictionary in a career awareness program. C. $ .50/copy

VIDEO (see Audiovisuals, p. 18).

CANADA CAREER WEEK MATERIALS

CANADA CAREER WEEK PINS. A blue and silver pin displaying the official symbol adopted in 1982 for Canada Career Week. A distinctive pin in its own right and useful for promoting career events year-round. G.

$2.00/pin

PLAN A CAREER WEEK...MONTH...YEAR (booklet, 1982, 40 pp.). A booklet of suggested activities for the teacher or counsellor for implementing career planning in the classroom any time of the year. Divided into activities for Grades 1 to 6, 7 to 9 and 10 to 12. C.

$2.00/copy

POSTERS, BOOKLETS, VIDEOS, PROMOTIONAL MATERIALS. Alberta's Canada Career Week Committee is developing a variety of career materials for use during the Week and throughout the year. The theme chosen for 1983 is "You're Ahead With A Good Attitude". All materials will be eye-catching, topical and reasonably priced. Write the **Career Services Branch** (address on inside cover) for further details.

POSTERS

CAREER AWARENESS POSTERS - A variety of brightly coloured posters depicting different career planning themes. Entertaining, inspirational, instructional - there's something for everyone. Suitable for classrooms, counsellors' offices or career planning workshops. Posters are typically 43½ x 55 cm in dimension. ES, JH, SH, G. $2.00/poster

WHEN ORDERING, PLEASE IDENTIFY THE REQUESTED POSTERS BY SUBJECT CODE NUMBER.

P1

P2

P3

P4

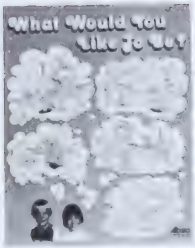
P5

P6

P7

P8

P9



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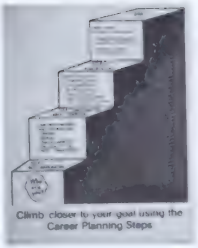

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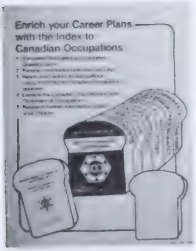

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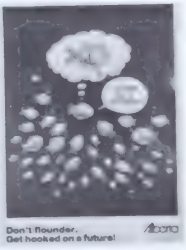

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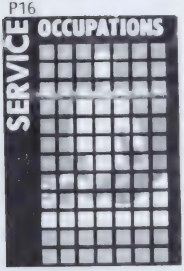

OCCUPATIONAL POSTERS - A set of 18 glossy burgundy posters, each featuring occupational titles from the CCDO Major Groups (eg. Forestry and Logging, Social Services, Processing, etc.). Each poster measures 32 x 94 cm. SH, G.

$8.00/set of 18 posters

AUDIOVISUALS

GIVEN THE CHANCE (video, 19 minutes, 1980).

Dramatizes a Native person's experiences with job hunting in the city. Interspersed throughout are recollections of other Natives who have successfully found employment. Interviews with two employers shed light on ways that the traditional recruitment methods can be altered without sacrificing quality in order to "screen in" rather than "screen out" applicants.

Excellent training video for employment counsellors, personnel staff, government officials or other professionals working with Natives. May also be used in workshop settings with Native client groups. SP.

Available in ¾" videocassette and ½" VHS formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

Each video $85.00

OPENING DOORS: KEYS TO CAREER PLANNING (video series, 1982).

This nine-part video series deals with the basic concepts of career planning and job search, as well as some of the motivational and emotional aspects.

A family reunion serves as the dramatic device that illustrates the career planning concerns faced by people of various ages, and shows how career planning can be applied to different kinds of career decisions. In program 1, Walter and Elizabeth Grainger welcome their family back to the farm for a week-long reunion. Different characters are featured in each videotape, but the main characters are:

- J.P. who is in the midst of planning a mid-career change;
- Sherri who must decide what to do after graduating from high school;
- Anne, a high school counsellor;
- Guy who wants to change jobs, and
- Linda who must re-enter the work force after an absence of eight years.

The series develops as follows:

Program 1: **Why Plan Your Career** (15 minutes) illustrates how career planning can be an effective way of dealing with change, both expected and unexpected, and how it can give the individual a greater sense of control over his/her career.

Program 2: **How to Plan Your Career** (10 minutes) defines the terms "job", "occupation", and "career"; illustrates different kinds of career decisions, and gives an overview of the career planning process.

Program 3: **What Do You Want?** (10 minutes) deals with gathering self-information and defining career goals.

Program 4: **Exploring Your Options** (13 minutes) deals with discovering as many career options as possible that relate to the career decision being made, and gathering information about each option.

Program 5: **Career Planning Creatively** (10 minutes) illustrates how career planners don't always have to accept their career options as they currently exist — it is possible to create new ones.

Program 6: **Choosing Your Best Options** (11 minutes) shows how emotions play an important role in career planning, and how to deal with problems people commonly encounter when they are making career decisions.

Program 7: **Action Planning** (11 minutes) explains how to translate plans into action, and gives tips on how to carry out an action plan on schedule.

Program 8: **Looking for a Job** (12 minutes) looks at dealing with emotional factors often associated with the job search, and outlines the career planning steps as they relate to job hunting.

Program 9: **The Job Interview** (15 minutes) emphasizes the importance of thorough preparation and appropriate behaviours during the job interview.

Programs may be used collectively as a series, or independently. A guide outlining program objectives and content accompanies each order. Four companion workbooks are also available and are described on page 10.
.SH, G

For convenience, the series is dubbed on three one-hour tapes, each tape containing three programs. The series is available in ¾" videocassette, ½" VHS and Betamax. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

9 programs plus program guide $300.00

WHAT ARE YOU GOING TO DO? (video, 24 minutes, 1982)

Looks at the wide range of post-secondary educational opportunities available in Alberta. This video introduces viewers to the province's 26 institutions – universities, public and independent colleges, technical institutes and vocational centres – and briefly looks at some of their programs. Excellent overview for schools, institutions and agencies who may have students Alberta-bound for further study. SH, G.

Available in ½" videocassette and ½" VHS formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

Each video $85.00

WHAT WOULD YOU LIKE TO BE? (video, 9 minutes, 1980)

An animated video narrated in rhyme which introduces 121 different occupations. The occupations are arranged alphabetically ("Would you like to be an actor and act on a stage? Or an animal trainer and work in a cage?"), and are represented, wherever possible, by animals whose names begin with the same letter as the occupation. Designed for elementary school children, it has proven entertaining for all ages. May be used alone or in conjunction with the companion print materials described on page 13.ES, JH.

Available in ½" videocassette and ½" VHS formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

Each video $70.00

IN THE WORKS

The following projects (working titles only) are currently in production. We expect to have all materials produced in 1983. Please write the **Career Services Branch** (address on inside cover) for further details and costs.

ADULT RE-ENTRY TO EDUCATION. A video that explores some of the physical, societal and emotional, real or supposed, barriers that adults face when returning to "school" for upgrading, retraining, or personal interest. Suggests ways that these barriers may be overcome. G.

EARLY SCHOOL LEAVERS HANDBOOK. A career planning/job search booklet aimed at the young person who is leaving school before completing a high school diploma. Relates interests to job groupings; lists and describes, in chart form, 125 jobs open to early school leavers; provides simplified job seeking/maintenance tips, and describes other sources of assistance (generic listing). Highly illustrated and colorful and simply written. JH, SH.

GOOD ATTITUDES WORK. A booklet that explores the reasons why people work and looks at those work attitudes that contribute to job maintenance and promotion. SH, G.

JOB SATISFACTION MEASURE. A Q-Sort technique designed to assist individuals:

(a) determine hierarchy of personal needs and job expectations;
(b) measure the value of their occupation in relationship to personal needs;
(c) decide what they want from a job;
(d) pinpoint underlying reasons for dissatisfaction with present job, and
(e) measure occupational alternatives in the decision-making process.

The Job Satisfaction Measure consists of a manual and instruction sheet, one set of 54 description cards (reusuable), two response boards (reusuable), and one record form. The 54 factors are designed to measure job security, working conditions, interpersonal relations, personality in work, growth and advancement, and personal satisfaction.

The Measure can be administered in a group or individually and self-scored. Approximately 45 minutes is required to complete each of the two card sorts. The vocabulary is easily understood by adults with Grade nine level or above. G.

PEOPLE IN TRANSITION. A booklet or series of booklets that examines the stages and emotional aspects common to all career transitions and delves into specific transitions - school-to-work (labour force entry), mid-career change, women re-entry and labour force exit (lay-offs, firings, retirement). G.

ORDER FORM

Mail to: **SCHOOL BOOK BRANCH**
Alberta Education
10410 - 121 Street
Edmonton, Alberta, Canada
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Please send to:

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Position Title _____

Company/Institution _____

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Order Form on Reverse Side

Please be sure to give full description of titles required as listed in the catalogue.

Quantity	Catalogue Order Code	Title	Unit Price	Total

Total _____

I enclose a cheque/money order in the amount of $ _____

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Order Form on Reverse Side

Please be sure to give full description of titles required as listed in the catalogue.

Quantity	Code (Office Use)	Title	Unit Price	Total

Total _____

I enclose a cheque/money order in the amount of $ _____